



# VACANCY ANNOUNCEMENT 23-1

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POSITION TITLE	:	Staff Attorney
TERM OF EMPLOYMENT	:	Two Years Minimum
SALARY	:	\$56,000.00 Annually
LOCATION	:	Judiciary Complex, Ngerulmud, Melekeok
OPENING DATE	:	February 22, 2023
CLOSING DATE	:	Until Filled

## **REQUIRED MINIMUM QUALIFICATIONS:**

The Judiciary is seeking qualified applicants for a staff attorney position. Applicants must have a minimum of three years of experience practicing as a licensed attorney, currently admitted to practice law before the courts of the Republic of Palau, or the United States of America or any of its possessions, territories, and commonwealths, in good standing in jurisdictions where applicant is admitted to practice law, and has not been convicted of a felony or crime of moral turpitude.

Applicants must be tech savvy, team oriented, possess strong analytical skills, and have the ability to prioritize and handle multiple work assignments as well as the ability to provide sound legal advice when the need arises.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The staff attorney shall be responsible for providing support and assistance to the administrative arm of the Judiciary under the Office of the Chief Justice. The staff attorney's duties and responsibilities include the following:

- represents and serves as counsel for the Judiciary in any proceeding;
- provides legal counsel and advice to the Office of the Chief Justice as the administrative head of the Judiciary;
- drafts and reviews all legal documents including, but not limited to, agreements, contracts, leases, memorandum of understanding, etc.;
- reviews, updates, or draft new rules, directives, codes, policies, or guidelines in connection with the administration of the Judiciary;
- provides advice, guidance, and support in the implementation of the Judiciary's rules, directives, codes, policies, or guidelines; and
- performs such other tasks as assigned by the Chief Justice.

**HOW TO APPLY:** Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror, Ngerulmud, or the Judiciary website. Completed application along with all required documents shall be addressed to Ms. Shaina Shiro, Human Resource Specialist; and submitted to the Clerk of Courts in Koror or Ngerulmud.